



2014 Summer Day Camp Parent Handbook

**Loudoun County
Department of Parks,
Recreation &
Community Services**
20145 Ashbrook Place, Suite 170
Ashburn, VA 20147
703-737-8042
www.loudoun.gov/prcs

Camp Hours of Operation

	<u>Dates</u>	<u>Days</u>	<u>Times</u>
Session 1	6/23-6/27	M-F	7:30am-6:00pm
Session 2*	6/30-7/3	M-F	7:30am-6:00pm
Session 3	7/7-7/11	M-F	7:30am-6:00pm
Session 4	7/14-7/18	M-F	7:30am-6:00pm
Session 5	7/21-7/25	M-F	7:30am-6:00pm
Session 6	7/28-8/1	M-F	7:30am-6:00pm
Session 7	8/4-8/8	M-F	7:30am-6:00pm
Session 8	8/11-8/15	M-F	7:30am-6:00pm

*No camp 7/04

OUR PURPOSE

The primary purpose of the Summer Day Camp Programs is to provide safe, accountable & fun recreational activities for all rising K-8th graders (age 5 by the start of camp) for eight weeks during the summer. The activities are designed to enhance the development of leisure, social, and physical skills. Recreation activities are planned and developed to meet the individual child's special needs or interests.

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Important Contacts

Licensing

The Commonwealth of Virginia sets standards for licensed child day care programs. All Camp DAZE programs are licensed and meet or exceed these standards. Licensing information relating to a specific site may be obtained at

www.dss.state.va.us

Summer Day Camp Contacts

Caroline Bennett-Davis
Camp Coordinator

703-737-8031

Caroline.Bennett@loudoun.gov

Dan Bureau

Children's Programs Div. Mgr.

703-777-0398

Daniel.Bureau@loudoun.gov

Karen Sheets

PRCS Deputy Director

703-771-5605

Karen.Sheets@loudoun.gov

Diane Ryburn

PRCS Director

703-777-0558

Diane.Ryburn@loudoun.gov

Management and Administration

Staff supervision, daily program operation, and licensing oversight is the responsibility of the Camp Programs Coordinator. Please call with questions or concerns related to program, fee payments, and activities.

**Turn to
Pages 4 & 5
for camp
locations!**

Citizen Alert System

The Loudoun County Citizen Alert System is a free service that is available on a subscription basis.

This system is designed to provide immediate and accurate information to subscribers in the event of extraordinary circumstances.

To learn more about this system or to subscribe, go to the County website:

www.loudoun.gov/alert

Then click on "New User" (on the left hand side of the page). From there, all you need to do is register and select the alerts for Childcare Emergency Alert Plan.

To subscribe simply follow the online instructions.

Goals & Objectives

All goals and objectives are taken into account when preparing daily and weekly plans.

- A. To provide a program that encourages children to reach their highest potential during activities.
- B. To provide instruction in basic recreation skills that can be used immediately and in the future.
- C. To integrate the children into the community.
- D. To encourage participation in activities according to the children's abilities.
- E. To improve awareness of recreation and community resources.
- F. To offer high-quality programming.
- G. To provide a safe, healthy environment for the children and the staff.

Loudoun County Residents

- Registration is ongoing until all sites are filled. Registration forms are available on the County website www.loudoun.gov/camps and at the PRCS Administration Building at 20145 Ashbrook Place, Suite 170, Ashburn, VA 20147
- It is the philosophy of Loudoun County Parks, Recreation and Community Services that all children benefit from inclusion. We strive to serve all children in his or her least restrictive environment with the appropriate adaptations needed.

You must have the following to register:

- Completed Registration and Addendum form
- Commonwealth of Virginia School Entrance Health Form
- Original or a certified copy of the child's birth certificate, passport or a report card

By registering for a session, the parent agrees to make the full session payment regardless of the number of program days the child actually attends.

Camp Payments

1. Please pay by check, money order, credit card or cashier's check. Mailed-in cash payments are not accepted.
2. Please make checks payable to County of Loudoun.

Make payments by mail or in person to:

Loudoun County Parks, Recreation and Community Services
Attn: Camp Programs
20145 Ashbrook Place,
Suite 170, Ashburn, VA 20147

3. After initial registrations, pay by credit card on Webtrac. The Webtrac link can be found at www.loudoun.gov/prcs.

Late Pick Up Fee

A \$15-per-child late pick-up fee will be assessed for every 15-minute time period after 6:00pm. For example, late fees will be assessed as of 6:01 pm. If the child is picked up any time between 6:01pm and 6:15pm, the fee will be \$15 per child. If pickup is between 6:16pm and 6:30pm, the fee is \$30 per child. Parents who are frequently late may be asked to seek an alternate program.

Fees

Loudoun County Participants:

\$160 per camp session
(Week of July 4 is \$128)
\$25 **Non-refundable** deposit per camp session
\$25 **Non-refundable** one-time initial registration fee

Out-of-County Residents

\$240 per camp session
(Week of July 4th is \$192)
\$ 25 **Non-refundable** deposit per camp session
\$25 **Non-refundable** one-time initial registration fee

Out-of-County Residents

Out-of-County residents may register (space permitting) March 25th during regular PRCS office hours. The fees are 50% above those of County residents residents.

Tuition Assistance

Tuition assistance may be available through the Loudoun County Department of Family Services. Please call 703-777-0353 to determine eligibility.

Summer DAZE Elementary Sites

Grades K-5

Ashburn Area

Dominion Trail Elementary School
44045 Bruceton Mills Circle
Ashburn, VA 20147
(571) 252-2340

Hillside Elementary School
43000 Ellzey Drive
Ashburn, VA
(571) 252-2170

Newton-Lee Elementary School
43335 Gloucester Parkway
Ashburn, VA 20147
(571) 252-1535

Sanders Corner Elementary School
43100 Ashburn Farm Parkway
Ashburn, VA 20147
(571) 252-2250

Sterling Area

Algonkian Elementary School
20196 Carter Court
Sterling, VA 20165
(571) 434-3240

Countryside Elementary School
20624 Countryside Boulevard
Sterling, VA 20165
(571) 434-3250

Lowes Island Elementary School
20755 Whitewater Drive
Sterling, VA 20165
(571) 434-4450

Dulles South Area

Arcola Elementary School
41740 Tall Cedars Parkway
Aldie, VA 20105
(703) 957-4390

Legacy Elementary School
22995 Minerva Drive
Ashburn, VA 20148
(703) 957-4425

Little River Elementary School
43464 Hyland Hills Street
South Riding, VA 20152
(703) 957-4360

Leesburg Area

Balls Bluff Elementary School
821 Battlefield Parkway, NE
Leesburg, VA 20176
(571) 252-2880

Tolbert Elementary School
691 Potomac Station Drive, NE
Leesburg, VA 20176
(571) 252-2870

Western Loudoun Area

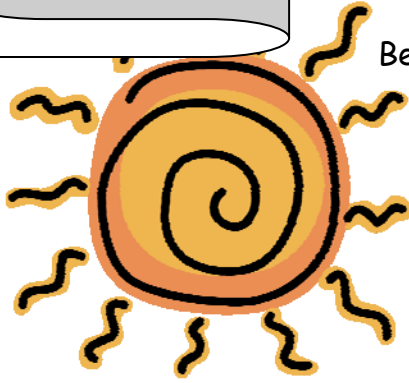
Kenneth Culbert Elementary School
38180 West Colonial Highway
Hamilton, VA 20158
(540) 751-2540

Lovettsville Elementary School
49 S. Loudoun Street
Lovettsville, VA 20180
(540) 751-2470



Summer FEST Sites

Grades 6-8



Ashburn Area

Belmont Station Elementary School
20235 Nightwatch Street
Ashburn, VA 20147
(571) 252-2240

Sterling Area

Potowmack Elementary School
46465 Esterbrook Circle
Sterling, VA 20165
(571) 434-3270

Dulles South Area

Hutchison Farm Elementary School
42819 Center Street
South Riding, VA 20152
(703) 957-4350

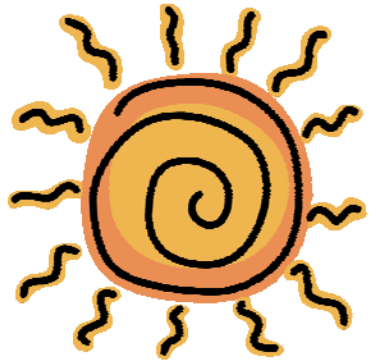
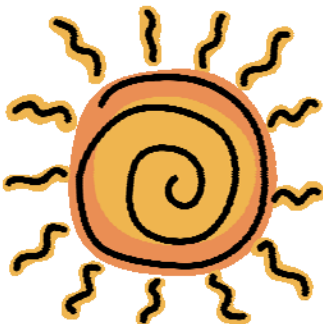
Leesburg Area

Frances Hazel Reid (**weeks 1-7**)
800 North King Street
Leesburg, VA 20176
(571) 252-2050

Tolbert Elementary School (**week 8**)
691 Potomac Station Drive NE
Leesburg, VA 20176
(571) 252-2870

Western Loudoun Area

Kenneth Culbert Elementary School
38180 West Colonial Highway
Hamilton, VA 20158
(540) 751-2570





Payment Schedule

	DATES	AMOUNT *	DUE DATE
Session 1	6/23-6/27	\$135 per child	Monday, June 2, 2014
Session 2	6/30-7/3	\$103 per child	Monday, June 9, 2014
Session 3	7/7-7/11	\$135 per child	Monday, June 16, 2014
Session 4	7/14-7/18	\$135 per child	Monday, June 23, 2014
Session 5	7/21-7/25	\$135 per child	Monday, June 30, 2014
Session 6	7/28-8/1	\$135 per child	Monday, July 7, 2014
Session 7	8/4-8/8	\$135 per child	Monday, July 14, 2014
Session 8	8/11-8/15	\$135 per child	Monday, July 21, 2014

* Fees in addition to the \$25 non-refundable deposit per session

If you do not make your payment on time, your child/ren will be dropped from the program the day after the payment is due. The spot will be filled with a child/ren off the wait list. If there is space available, you may re-register your child/ren and you will be charged the \$25.00 **non-refundable registration fee per child.



Camp Attire

Each registered child is provided two (2) camp T-shirts. Camp shirts are to be worn daily and especially on field & pool trips. Closed toed shoes should also be worn every camp day.

Children's Belongings

A designated area will be provided for children's personal belongings. All campers are encouraged to have a book bag or backpack for their belongings. A bin will be designated for storage of each camper's bag. Campers are strongly discouraged from bringing valuable items to camp.

Withdrawal Procedures

*If you cancel from camp 3 weeks prior to the camp start date, you will receive a full refund minus the non-refundable deposit fees. If you cancel from camp (minus non-refundable fees) less than 3 weeks prior to the start you will receive a 50% refund.

See page 28 for full details.

Eligibility

Camp DAZE: Children entering Kindergarten* through those entering fifth grade in the fall of 2014.

Summer FEST: Children entering sixth grade through those entering eighth grade in the fall of 2014.

* Children must be age 5 by the first day of camp.

What to Bring to Camp...

Campers are required to bring a bag lunch, two snacks and drinks (please no glass bottles). Please understand that micro-waves and refrigeration are not available.

Typical Staff to camper ratios are 1 to 18 for all camps.

For safety considerations, additional staff are assigned during pool and field trip days, decreasing the ratio.



Camp 411 Online

Need an answer
about camp instantly?

www.loudoun.gov/camps

Click on
"Day Camps & Specialty Camps"



What day does my
child go
swimming?

What's the field trip
for week 4?

2013 PRCS Summer Camp Parent Survey

Please indicate your overall satisfaction with the PRCS Summer Camp program.

Please indicate the location where your child attended camp.

Please indicate your level of satisfaction with overall camp appearance and level of safety.

Please indicate your level of satisfaction with the safety level of camp.

2014 Parent Survey—ONLINE!!!

Let us know about your experience with
Summer DAZE & FEST Camps.
Survey available after the first week of camp!

www.loudoun.gov/campsurvey

...Survey Says...



Receive the latest Summer DAZE & FEST Camp News by
email! Sign up at www.loudoun.gov/camps.
Click on "Camp E-Alert System"



Summer Camp Weekly Themes



Summer DAZE

Camp Dates	Camp Themes
Week 1	Passport To The World
Week 2*	Into The Movies
Week 3	Super Hero!
Week 4	Kids On Mars
Week 5	Blast The Music
Week 6	Barney Palooza
Week 7	Medieval Times
Week 8	Pirates Cove

Summer FEST

Camp Dates	Camp Themes
Week 1	Through The Decades
Week 2*	Reality TV
Week 3	Old Frontier
Week 4	UP, UP, And AWAY
Week 5	Battle Of The Bands
Week 6	Double Dare 2014
Week 7	Stranded!
Week 8	Wild And Crazy Spirit Week

* No camp on July 4th.



Field Trip Schedule

For specific site details, visit our website at www.loudoun.gov/camps



Summer DAZE

	(No Camp on 7/4)	Week 1 6/23-6/27	Week 2 6/30-7/3	Week 3 7/7-7/11	Week 4 7/14-7/18	Week 5 7/21-7/25	Week 6 7/28-8/1	Week 7 8/4-8/8	Week 8 8/11-8/15
Summer DAZE Field Trips	Kenneth Culbert, Lovettsville & Tolbert	Discovery theater & Air& Space	Ida Lee Water Park	Field Day	Cunningham Falls State park	DC Zoo	Port Discovery	Great Waves	End of Summer Celebration
	Arcola**, Little River& Legacy	Field Day	DC Zoo	Port Discovery	Discovery theater & Air& Space	Great Waves	Cunningham Falls State park	Ida Lee Water Park	End of Summer Celebration
	Countryside, Lowes Island& Algonkian	Field Day	Ida Lee Water Park	Discovery theater & Air& Space	Great Waves	Cunningham Falls State park	DC Zoo	Port Discovery	End of Summer Celebration
	Dominion Trail	Field Day	Ida Lee Water Park	Port Discovery	Discovery theater & Air& Space	Great Waves	DC Zoo	Cunningham Falls State park	End of Summer Celebration
	Balls Bluff, Newton Lee, Hillside## & Sander's Corner	Field Day	Ida Lee Water Park	Cunningham Falls State park	Port Discovery	Discovery theater & Air& Space	Great Waves	DC Zoo	End of Summer Celebration
Summer FEST Field Trips+	All Locations	Frederick Keys Baseball	Great Waves Water Park	Adventure Park / Sandy Springs	Greenbrier State Park	Camp Challenge Day	FEST Field Day	Adventure Park / Sandy Springs	End of Summer DJ Party
DAZE & FEST	Weekly Camp Fee (includes \$25 deposit)	\$160.00	\$128.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00
DAZE & FEST	Balance Due Date	\$135.00 June 2	\$103.00 June 9	\$135.00 June 16	\$135.00 June 23	\$135.00 June 30	\$135.00 July 7	\$135.00 July 14	\$135.00 July 21

- Field Trips and Camp Locations are subject to change. An additional 50% of fees apply to non-county residents.

**Arcola DAZE has the following field trip modifications: WK 2 Ida Lee Water Park, WK 7 DC Zoo

##Hillside DAZE has the following field trip modifications: WK 3 DC Zoo, WK 7 Cunningham Falls SP



Swimming Schedule



Each camp site also goes on a swimming trip each week.

The full field trip/swim trip schedule for individual camp sites will be made available online at www.loudoun.gov/camps prior to camp starting and will be posted at camp.



For Pool Days Campers must bring Sunscreen, Towel & Change of Clothes, in addition to their lunch, water bottle and snacks for the day



Camp Top 10

10. **Communicate with Staff.** We are here to ensure your child has a great summer!
9. **Toes Covered.** Send your child to camp with closed-toed shoes.
8. **No Tolerance Policy Enforced.** We will not tolerate bullying, hitting or weapons.
7. **No Personal Electronics.** Please keep all computerized games, cell phones or other electronics at home.
6. **Sick = Stay Home!** Help us keep camp healthy.
5. **Medication Registered.** Be sure to complete all forms for your child's medications.
4. **Pool Days = Sunscreen, Towel & Change of Clothes.**
3. Please have your camper wear their **camp t-shirt** every day.
2. **Lunch, Snack & Water.** Every day!!!
1. **Camp Hours are 7:30am-6:00pm.** Campers may enter camp beginning at 7:30am and should be picked up no later than 6pm.

Policies & Procedures

Camp Code of Conduct

The Code of Conduct is included in this parent handbook so parents and children are aware of the behavior expected of all our participants for the safety, health and happiness of the children, staff and volunteers involved with the Summer Day Camp program. Parents should go over the code of conduct with their child prior to camp. In addition, individual site rules will be developed by the children with the guidance of the Camp staff. **Staff will emphasize these basic concepts: Honesty, Respect, Fairness, Trust, Caring and Responsibility.**

- Children will be respectful to each other, the facility, the property of others and the staff.
- Campers are expected to exhibit good sportsmanship behavior at all times.
- Campers must use proper language at all times.
- Campers must obey the bus rules when riding the bus.
- Campers must obey all pool rules when at the pool.
- Campers are required to stay with their designated group and leaders during the program and adhere to designated camp boundaries.
- Campers must follow site, playground and safety rules.

Zero Tolerance

PRCS does not permit the use of tobacco products, alcohol, drugs or fireworks during our summer camp programs. Verbal threats as well as the use or threat of use of weapons is also prohibited. In addition, theft, violent behavior or destruction of property will not be tolerated. Any violation may result in immediate dismissal from camp with no refund of camp fees. Parents will be expected to provide immediate transportation home, should an incident occur off site.

Fire Drills

- State childcare licensing requires that we perform monthly fire drills.



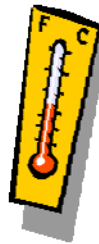
Bus Rules

- Children must stay in seats during general movement of the bus.
- Children must follow directions of the bus driver and camp staff.
- Eating and drinking are not permitted on the bus.
- Children must board and depart the bus as a group.
- Children may talk quietly on the bus to neighbors but may not yell across the aisle or to someone several seats away.
- Hands and clothing must stay inside the bus at all times.



Code Red Weather Days

Code Red days will be monitored by the staff. On these days, camp will limit their time outdoors. If outside during very hot and humid days, staff will encourage campers to drink plenty of water and will facilitate only passive, low-aerobic activities.



Campers Helping Hands

2014 Canned Food Drive

6th Annual Food Drive— Camps will be collecting canned food donations for Loudoun Interfaith Relief to help within our community. Last summer, camps collected over 2,700 lbs. of food! Thank you to all the families that contributed and made a difference.

We will have THREE food drives this summer!!! Each campsite will be collecting non-perishable food items during Weeks 3, 5, and 7 of camp. The campsite that collects the most food at the end of each food drive will be awarded a celebration party for their efforts. As a whole, Summer DAZE & FEST will be collecting literally tons of food to help those who live in Loudoun County.

Wish List

- Cereal
- 100% Juice
- Canned meals (i.e. Chef Boyardee)
- Spaghetti Sauce w/ meat
- Peanut butter
- Jelly
- Soups
- Canned tuna and chicken
- Canned fruits
- Canned vegetables
- Pasta
- Rice

**2014 Goal
= 3000lbs!**

WANTED!



Greatest Needs...

Since many children are at home during the summer, they need access to easy-to-make meals, especially those that can be cooked in the microwave. Ready-to-eat, non-perishable meals such as Chef Boyardee or other brands are most desirable.

Thank you to Loudoun Interfaith Relief for organizing the pick-up and delivery of donations.



**Loudoun
Interfaith
Relief**
*Food for today.
Hope for tomorrow.*

Sign In and Out Procedures

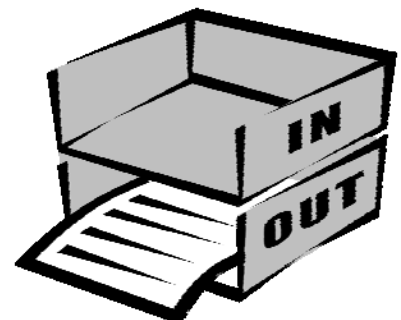
1. Parents or guardians are required to sign their child in each program day that the child attends. If the parent/guardian does not sign the child in, the program staff cannot be held responsible for the child for that program day. Staff will take attendance prior to opening activities and throughout the day, especially during field trips and pool trips.
2. Parents or guardians must specify on the registration form who has permission to pick up their child(ren) from the program. Parents must provide in writing if another person is to pick up and sign out their child. This person must be at least 16 years old.
3. A child may be picked up only by those persons authorized in writing to do so. A certified custody order must be on file at the site to prevent a natural parent from picking up a child.
4. If parents contact the staff by phone, staff will verify the parents' request with a return phone call before the child will be released. If a person 16 or older comes to pick up a child without written consent, the parent or guardian will be contacted for verification before the child will be released.
5. Parents, legal guardians or other persons listed on the registration form are required to sign the child in or out of the program and may be asked to show identification..



Emergency Pick-Up

Three emergency contacts other than parents or guardians must be listed on each child's application before a child will be admitted to the program. Emergency contacts must be at a location during camp hours that is within a 15-mile radius of the day campsite. One of these emergency contacts will be contacted if a parent or guardian cannot be reached to pick up child/ren in the event of an emergency. If a child is not picked up within 15 minutes of the close of the program and a parent or guardian cannot be reached, emergency contacts will be contacted to pick up child/ren.

Still Have Questions?
Call
703-737-8042



1-2-3's of Swimming at Camp



Children should wear their swimsuits under their camp t-shirt & regular clothing to camp on swim days. Campers should also put underclothing in their bags to change into after swimming.



Remember to bring the following EACH swim day:



A Large Towel

Sunscreen



It is recommended that parents apply sunscreen to their child **EACH DAY** prior to arriving at camp.



Children must be on site by the scheduled departure times to ride the bus to the pool.



Accessing Swim Level Procedures

On the first day of swimming, children will be briefed on rules, regulations and procedures at the swimming pool. When children arrive at the pool, they will be directed to sit in an assigned area. The lifeguards will be notified of their arrival and testing will begin. The lifeguards will administer a swim test and qualify the children to swim in one of three areas. Staff will record their level and place an armband on the child designating their swim area.

Beginner

Child shall stay in Shallow Area

Average

Child may swim up to 4' of depth

Excellent

May swim anywhere including slides/diving section

Pool Break Procedures

Children are required to come back to their assigned area/groups during pool breaks and staff will take attendance. Children will stay in the assigned area during the break. Children change at the pool before returning on the bus to camp. Staff make a sweep of changing areas to make sure nothing is left behind. Staff will take attendance on the bus before departing the swimming pool and again back at the campsite.

Swim schedule will be available at the beginning of each camp session!

Discipline & Incident Reports

Typical steps pertaining to discipline and incident reports:

1. Child does not abide by the camp rule; camp staff discusses behavior and consequences with the child and redirects behavior. An incident report may be written.
2. Child does not abide by the camp rule; camp staff discusses the behavior and consequences with the child and parent and writes a second incident report.
3. Child's next offense: staff writes third incident report and informs parent. Supervisor consults with the Camp Coordinator and Division Manager reviews with the Director for the appropriate action and parent is informed of decision. If a suspension is appropriate, the parent will be given 24 hours notice, if possible and appropriate, so that alternative arrangements can be made. If the problem persists following return from a suspension, a conference among parents, Camp Specialist, Camp Coordinator and Division Manager will be held to effect dismissal of the child from the program.
4. Incident reports are also written for other serious events on site such as fire, drug reaction, security or other unusual situations.

Cause and Procedures for Dismissal

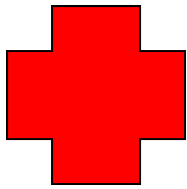
The Camp program and staff are pledged to make every effort to maintain a child in the program. Only after all procedures by the administration, staff and parents have failed will dismissal be considered. If in the opinion of the Camp Specialist, Camp Coordinator, Division Manager and PRCS Director, a child's behavior presents a physical danger to themselves or others, or if the child fails to follow rules, then an immediate suspension or dismissal from the program may result.

Causes

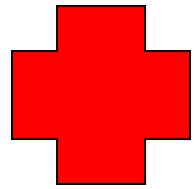
1. Failure to pay fees as required.
2. Failure to complete all required registration procedures.
3. Failure to comply with program policies, procedures and code of conduct.

Procedures

1. If cause for dismissal is evident, the Camp Coordinator will contact the parents and all efforts will be made to remedy any problems that exist.
 2. In **most** situations the parent will be given at least 24 hours notice before suspension from the program is implemented.
 3. After a suspension, a probationary period will be set to allow time for the problem to be resolved.
 4. If after the probationary period the problem still exists, the staff and parents will again discuss possible solutions. Suggestions may be made to seek referral of the problem to other County resources or agencies.
 5. Only after all resources have been expended will dismissal be considered. Staff will present the situation to the Director and if approved the child will be asked to find an alternative program. Parents will be notified in writing of the dismissal and, if possible and practical, will be given at least 24 hours notice.
- No refund will be issued if a child is dismissed from camp.**



Health & Emergencies



Daily Health Check

Each child has a daily health check upon arrival at the program. If the staff feels the child is not well, or has a fever, recurring vomiting or diarrhea, the parent/guardian will be asked to take the child home. To allow a child to attend, while sick or before complete recovery is individually harmful and exposes the entire group to the risk of infection.



Communicable Diseases

Please call the site supervisor if your child will not be attending the program for any reason.

Fever Policy - According to the Health Department, children with fevers are not necessarily contagious. Fevers may vary and come and go. It is our policy that children do not attend camp if they have a fever. An oral temperature of 101 degrees Fahrenheit is considered high and the child should not attend or should go home. Children who have been sick and running a fever of 100 degrees should remain home for at least 24 hours after the fever breaks, unless they have a note from a physician authorizing their attendance. Children should not attend the program if they have a runny nose and are not capable of caring for themselves.

If a child enrolled in the program has a communicable disease, the parents are urged to notify the Camp Coordinator immediately. The parents of the other children will be notified.

Immunizations

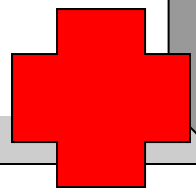
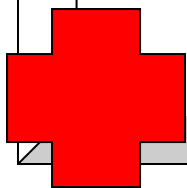
Each child is required to have the immunizations and vaccinations appropriate for a child their age before acceptance into the program. The child's immunizations must be certified by a doctor on the type of medical form provided by the program.

A child may be exempted from the immunization if the parents submit to the Camp Coordinator a "Certificate of Religious Exemption."

Children who have had a communicable disease may not return to the program unless they have a doctor's note stating they are no longer contagious.

Ill or Injured Children

If a child becomes ill or is injured while at the program, the parent will be immediately contacted. If the parent is not available, an emergency contact person will be called. Children will be taken to and cared for at the campsite or camp office until they are picked up. In an emergency, and as appropriate, the child will be taken by the local rescue squad to the closest emergency facility. A parent or guardian will be immediately notified.



Ozone Action Days

On Code Red days staff may modify their program plans. On these days, staff will limit camper time outdoors. If outside during very hot, humid days, staff will encourage campers to drink plenty of water and will only play passive, low-aerobic games.

Severe Allergies

The parent will supply a complete list of what foods or allergens need to be avoided. Copies will be provided to the program staff so they are aware of the type and severity of the allergy. Allergy lists are for staff use only, and must be posted at each site, out of sight of the public and other children.



Sunscreen Use

Parents should indicate on the program registration form and notify staff if their child is sensitive to sun exposure and if the child is allergic to any sunscreen products.

Children must apply their own sunscreen.

Camp staff may not do so. For campers with disabilities, an accommodation may be made for staff to apply sunscreen lotion. In these cases, 2 staff members must be present.

Suspected Child Abuse

All suspected child abuse will be reported to the Loudoun County Department of Family Services. Any suspicion of abuse or neglect will be reported to the Site Supervisor immediately. On-site staff will contact their appropriate supervisor in the Department of Parks, Recreation and Community Services and Department policy will be followed.

Medications

1. If a child must take medication during the program hours, a **Medication Authorization form must be completed and given to the Site Supervisor along with the medication. Only medication in its original bottle, with a prescription label may be given.** Please tell the staff if there are any side effects to watch for.
2. The medicine will be kept in a locked Medicine Box located in the office space of the Summer Camp site.
3. The Medication Authorization Form must include: Child's name, prescription number, exact dosage, the name of the medicine, time to administer and any special instructions. Parents/guardians should take the medication home at the end of each day unless a long-term medication form is completed. The Short-Term Medication Authorization Form is good for a maximum of 10 days. Long term medications require a form that is signed by your child's physician. Documentation of administering medication will be recorded in the medication log.
4. Staff will inform parent of any adverse reaction to medication given during program hours or of any medication concerns.



Licensing Information For Parents About Child Day Programs

The Commonwealth of Virginia helps assure parents that child day programs assuming responsibility for the supervision, protection and well-being of a child for any part of a 24-hour day are safe. Title 63.1, chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs.

Standards for licensing child day centers address certain health precautions, adequate play space, a ratio of children per staff member, equipment, program and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program which will be investigated if it violates a standard. A regular license is issued when the program meets the standards for licensure.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the Regional Office of Social Services closest to you.

**Fairfax Licensing Office 3959 Pender Drive, Suite 320
Fairfax, Virginia 22030 (703) 934-1505**

FEEDBACK

Our goal is to improve our programs each season. Please complete a summer camp evaluation form at www.loudoun.gov/camps to let us know what you liked about the Summer Camp Program and what we could improve. Your comments will be a valuable part of our evaluation process. Your comments will allow us to continue to improve our program by keeping some aspects the same and making concentrated efforts on any areas needing improvement. Our summer program design over the past 25 + years has been a direct result of parent and child input. Please help us to continue to strive for excellence by sharing your thoughts and ideas.

Thank you for signing your child up for one of our camp experiences and the opportunity for us to help your child build fun summer memories.

POLICY ON SHELTER IN PLACE

Dear Participants and/or Parents:

The events of recent years have made us all keenly aware of the need to review and refine the Department of Parks, Recreation and Community Services emergency plan. With that in mind, preparing for emergencies requires considering all likely scenarios. We believe that all County facilities are very safe during emergency situations. The Department has updated our emergency response plan to include the "Shelter in Place" concept. This concept has been added to the Loudoun County Public Schools Emergency Response Plan and is another safeguard to protect our participants and staff.

As you may know, "Shelter in Place" is designed to create a neutral atmosphere within a building by shutting down all ventilation systems and closing all doors and windows. The procedure is intended to seal off a building for a limited time if there is a chemical threat. "Shelter in Place" will help keep chemical agents from leaking into buildings and protect all that remain inside.

In the event that a "Shelter in Place" procedure must occur, all Parks, Recreation and Community Services program participants will be directed by emergency officials to remain inside and follow procedures. During this time, no one will be permitted to enter or leave until emergency officials have given an all-clear status. The Department is prepared to provide water and food for our participants for the limited time that the plan is necessary.

Due to the heightened awareness of emergency preparedness, please, if needed, immediately update your emergency contacts and medical information that we have on file. During emergency situations, we will make every effort to communicate the status of all facilities and programs through local television, radio and the County website. The alert system enables citizens to sign up to receive instant alert notifications from County agencies through mobile devices and email.

Citizens may register for this free service at www.loudoun.gov, on-line services, link to Citizen Alert System and register for PRCS Childcare Emergency Alert Plan.

While working with other County agencies, the Department continues to refine our safety plans. Your patience and understanding, should an emergency arise, is essential in order for the department to safely protect our program participants and calmly reopen our facilities.

Please be assured that staff is committed to the safety of all participants. If you have any questions or comments, please give me a call at 703-777-0343.

Sincerely,
Diane Ryburn, Director
Loudoun County Parks, Recreation and Community Services



Summer School



If your child will be attending summer school at Loudoun County Public Schools during the week(s) they are signed up for Summer DAZE or Summer FEST camp, please contact us immediately. It is imperative that we are aware of your child's schedule so we can expect them later in the day especially for field trips or other camp activities. Since Summer DAZE & Summer FEST camp is not being held at the same locations, transportation to the campsite from summer school will have to be coordinated with your child's Loudoun County Public Schools summer school location. **This is the responsibility of the parent.** Each individual camp site's pool & field trip schedule including departure/arrival times is found online at www.loudoun.gov and will be posted at each camp site.

Please contact Caroline Bennett-Davis at Caroline.Bennett@loudoun.gov to ensure summer camp staff are aware of your child's schedule.

Summer School DO's

Coordinate transportation with schools to designate a space on a bus from the summer school location to the camp location.

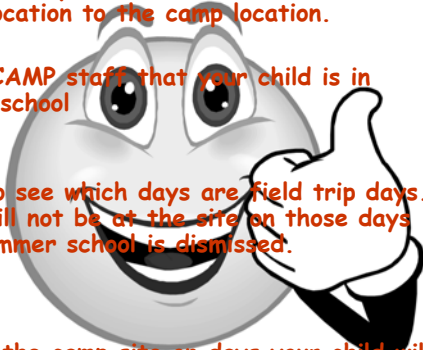
Notify CAMP staff that your child is in summer school

Check to see which days are field trip days. CAMP will not be at the site on those days when summer school is dismissed.

Contact the camp site on days your child will not be attending camp after summer school (i.e. sick days, travel plans)

Contact the Camp Program with any questions or concerns...

Caroline.Bennett@loudoun.gov



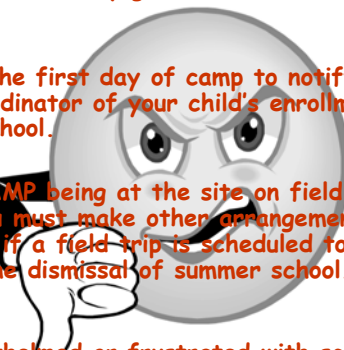
Summer School DON'Ts

Drop off your child at camp and expect CAMP staff to ensure they get on the bus to summer school.

Wait till the first day of camp to notify the Camp Coordinator of your child's enrollment in summer school.

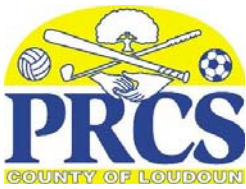
Plan on CAMP being at the site on field trip days. You must make other arrangements for your child if a field trip is scheduled to leave prior to the dismissal of summer school.

Feel overwhelmed or frustrated with schedule conflicts. We are here to help—simply contact us.



Reminder!

If your child is involved in any other program that will require them to check in and out of camp, you must first contact the Camp Coordinator, Caroline Bennett-Davis at Caroline.Bennett@loudoun.gov. This schedule must be provided to the campsite staff prior to the day a schedule change will occur.



Summer Camp 2014 DAZE & FEST CAMPS



PAYMENT BOOKLET

Payment coupons are provided for you to make your weekly payments. Each pay stub indicates the session you are paying for and the due date. All weekly payments are due in full 3 weeks prior to the first day your child(ren) are scheduled to attend camp. Follow these simple steps:

1. Cut out the appropriate voucher.
2. Fill out the appropriate voucher completely including your household number, child's name and payment enclosed.
3. Pay with check by mail or pay in person at the PRCS Administrative Office:
20145 Ashbrook Place, Suite 170 Ashburn, VA 20147
4. To ensure timely payment, please mail your payment no later than the Wednesday before payment is due.
- OR -
5. Pay online at www.loudoun.gov/prcs and click on Webtrac.

Payment Schedule

	<u>DATES</u>	<u>AMOUNT *</u>	<u>DUE DATE</u>
Session 1	6/23-6/27	\$135 per child	Monday, June 2, 2014
Session 2	6/30-7/3	\$103 per child	Monday, June 9, 2014
Session 3	7/7-7/11	\$135 per child	Monday, June 16, 2014
Session 4	7/14-7/18	\$135 per child	Monday, June 23, 2014
Session 5	7/21-7/25	\$135 per child	Monday, June 30, 2014
Session 6	7/28-8/1	\$135 per child	Monday, July 7, 2014
Session 7	8/4-8/8	\$135 per child	Monday, July 14, 2014
Session 8	8/11-8/15	\$135 per child	Monday, July 21, 2014

* Fees are in addition to the \$25 non-refundable deposit per session

If you do not make your payment on time, your child/ren will be dropped from the program the day after the payment is due. The spot will be filled with a child/ren off the wait list. If there is space available, you may re-register your child/ren and you will be charged a \$25.00 **non-refundable re-registration fee per child.



**SUMMER CAMP 2014
Payment Coupon**

Mail to:
PRCS Camp Programs
20145 Ashbrook Place, Suite 170
Ashburn, VA 20147

Make checks payable to:
County of Loudoun

Household #: _____

Child's Name: _____

Child's Name: _____

Child's Name: _____

Payment Due: Monday, June 2, 2014
Section 01 = Week 1 (June 23-27, 2014)

Amount Due: \$ 135.00

Total Campers: x _____

Total Paid: \$ _____

**SUMMER CAMP 2014
Payment Coupon**

Mail to:
PRCS Camp Programs
20145 Ashbrook Place, Suite 170
Ashburn, VA 20147

Make checks payable to:
County of Loudoun

Household #: _____

Child's Name: _____

Child's Name: _____

Child's Name: _____

Payment Due: Monday, June 9, 2014
Section 02 = Week 2 (June 30-July 3, 2014)
No Camp July 4, 2014

Amount Due: \$ 103.00

Total Campers: x _____

Total Paid: \$ _____

**SUMMER CAMP 2014
Payment Coupon**

Mail to:
PRCS Camp Programs
20145 Ashbrook Place, Suite 170
Ashburn, VA 20147

Make checks payable to:
County of Loudoun

Household #: _____

Child's Name: _____

Child's Name: _____

Child's Name: _____

Payment Due: Monday, June 16, 2014
Section 03 = Week 3 (July 7-11, 2014)

Amount Due: \$ 135.00

Total Campers: x _____

Total Paid: \$ _____

**SUMMER CAMP 2014
Payment Coupon**

Mail to:
PRCS Camp Programs
20145 Ashbrook Place, Suite 170
Ashburn, VA 20147

Make checks payable to:
County of Loudoun

Household #: _____

Child's Name: _____

Child's Name: _____

Child's Name: _____

Payment Due: Monday, June 23, 2014
Section 04 = Week 4 (July 14-18, 2014)

Amount Due: \$ 135.00

Total Campers: x _____

Total Paid: \$ _____

SUMMER CAMP 2014
Payment Coupon



Payment Due: Mon., June 2, 2014
Section 01 = Week 1 (June 23-27, 2014)

Mail to:
PRCS Camp Programs
20145 Ashbrook Place, Suite 170
Ashburn, VA 20147

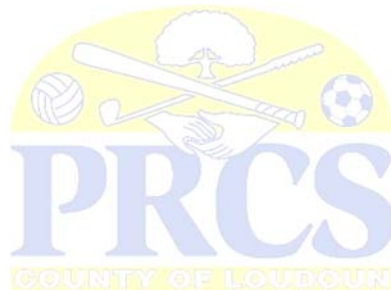
SUMMER CAMP 2014
Payment Coupon



Payment Due: Monday, June 9, 2014
Section 02 = Week 2 (June 30-July 3, 2014)
No camp Friday, July 4th

Mail to:
PRCS Camp Programs
20145 Ashbrook Place, Suite 170
Ashburn, VA 20147

SUMMER CAMP 2014
Payment Coupon



Payment Due: Monday, June 16, 2014
Section 03 = Week 3 (July 7-11, 2014)

Mail to:
PRCS Camp Programs
20145 Ashbrook Place, Suite 170
Ashburn, VA 20147

SUMMER CAMP 2014
Payment Coupon



Payment Due: Monday, June 23, 2014
Section 04 = Week 4 (July 14-18, 2014)

Mail to:
PRCS Camp Programs
20145 Ashbrook Place, Suite 170
Ashburn, VA 20147

**SUMMER CAMP 2014
Payment Coupon**

Mail to:
PRCS Camp Programs
20145 Ashbrook Place, Suite 170
Ashburn, VA 20147

Make checks payable to:
County of Loudoun

Household #: _____

Child's Name: _____

Child's Name: _____

Child's Name: _____

Payment Due: Monday, June 30, 2014
Section 05 = Week 5 (July 21– 25, 2014)

Amount Due: \$ 135.00

Total Campers: x _____

Total Paid: \$ _____

**SUMMER CAMP 2014
Payment Coupon**

Mail to:
PRCS Camp Programs
20145 Ashbrook Place, Suite 170
Ashburn, VA 20147

Make checks payable to:
County of Loudoun

Household #: _____

Child's Name: _____

Child's Name: _____

Child's Name: _____

Payment Due: Monday, July 7, 2014
Section 06 = Week 6 (July 28-August 1, 2014)

Amount Due: \$ 135.00

Total Campers: x _____

Total Paid: \$ _____

**SUMMER CAMP 2014
Payment Coupon**

Mail to:
PRCS Camp Programs
20145 Ashbrook Place, Suite 170
Ashburn, VA 20147

Make checks payable to:
County of Loudoun

Household #: _____

Child's Name: _____

Child's Name: _____

Child's Name: _____

Payment Due: Monday, July 14 2014
Section 07 = Week 7 (Aug.4-Aug. 8, 2014)

Amount Due: \$ 135.00

Total Campers: x _____

Total Paid: \$ _____

**SUMMER CAMP 2014
Payment Coupon**

Mail to:
PRCS Camp Programs
20145 Ashbrook Place, Suite 170
Ashburn, VA 20147

Make checks payable to:
County of Loudoun

Household #: _____

Child's Name: _____

Child's Name: _____

Child's Name: _____

Payment Due: Monday, July 21, 2014
Section 08 = Week 8 (August 11-15, 2014)

Amount Due: \$ 135.00

Total Campers: x _____

Total Paid: \$ _____

SUMMER CAMP 2014
Payment Coupon



Payment Due: Monday, June 30, 2014
Section 05 = Week 5 (July 21– 25, 2014)

Mail to:
PRCS Camp Programs
20145 Ashbrook Place, Suite 170
Ashburn, VA 20147

SUMMER CAMP 2014
Payment Coupon



Payment Due: Monday, July 7, 2014
Section 06 = Week 6 (July 28-Aug. 1, 2014)

Mail to:
PRCS Camp Programs
20145 Ashbrook Place, Suite 170
Ashburn, VA 20147

SUMMER CAMP 2014
Payment Coupon



Payment Due: Monday, July 14, 2014
Section 07 = Week 7 (Aug. 4-8, 2014)

Mail to:
PRCS Camp Programs
20145 Ashbrook Place, Suite 170
Ashburn, VA 20147

SUMMER CAMP 2014
Payment Coupon



Payment Due: Monday, July 21, 2014
Section 08 = Week 8 (August 11-15, 2014)

Mail to:
PRCS Camp Programs
20145 Ashbrook Place, Suite 170
Ashburn, VA 20147

Summer Checklist



Review the Parent Handbook



Disclose your child's medical needs



Make Camp Payments by Due Date

If you do not make a Camp payment before or on the due date, your child will be dropped from camp. There are no exceptions. If you wish to re-enroll your child, you will need to pay the \$25 re-enrollment fee plus the \$135 camp fee. This could mean that the camp is full and limit your chances of getting back into camp during the same week. Your spot will not be saved due to non-payment.

For example: Let's assume that your child is registered for Week 4 of Camp (July 14-18th). You must pay the remaining balance of \$135 on or before Monday, June 23rd. If you do not submit payment in time and realize this late and attempt to make payment on Thursday, June 26th, you will notice that your child has been dropped from the camp program. You will then need to visit a PRCS Community Center or our main offices in Leesburg to re-enroll your child into camp.

See page 6 for payment due dates!



Visit www.loudoun.gov/campsurvey to complete the online parent survey



2014 Cancellation Policy

Submit all requests for cancellations in writing to:
Caroline Bennett-Davis at Caroline.Bennett@loudoun.gov

	Due at Registration		Session Payment Plan	<i>I already paid \$135 prior to the due date</i>	<i>I paid my Reg. Fee and Deposit</i>	<i>I paid all fees and camp starts in less than 3 weeks</i>	<i>I forgot to make payment by the due date and I was dropped</i>
Registered Weeks of Camp	\$25 Non-Refundable Registration Fee	\$25 Non-Refundable Deposit (per week/ per child)	All payments are due 3 weeks prior to the start of your camp session. If you wish to cancel, all requests must be submitted in writing prior to the payment due date.	Cancellation BEFORE Payment Due Date	Cancellation BEFORE Payment Due Date	Cancellation AFTER Payment Due Date	Re-Enrolling AFTER Payment Due Date
Week 1 6/23-6/27	\$25.00 *This fee is paid per camper for the entire summer regardless of total sessions enrolled	\$25.00	\$135.00 Due - June 2, 2014	Full refund = \$135.00	No Refund	50% refund = \$67.50	\$25 Fee + \$135 Session Fee = \$160.00
Week 2 6/30-7/3		\$25.00	\$103.00 Due - June 9, 2014	Full refund = \$103.00	No Refund	50% refund = \$64.00	\$25 Fee + \$103 Session Fee = \$153.00
Week 3 7/07-7/11		\$25.00	\$135.00 Due - June 16, 2014	Full refund = \$135.00	No Refund	50% refund = \$67.50	\$25 Fee + \$135 Session Fee = \$160.00
Week 4 7/14-7/18		\$25.00	\$135.00 Due - June 23, 2014	Full refund = \$135.00	No Refund	50% refund = \$67.50	\$25 Fee + \$135 Session Fee = \$160.00
Week 5 7/21-7/25		\$25.00	\$135.00 Due - June 30, 2014	Full refund = \$135.00	No Refund	50% refund = \$67.50	\$25 Fee + \$135 Session Fee = \$160.00
Week 6 7/28-8/1		\$25.00	\$135.00 Due - July 7, 2014	Full refund = \$135.00	No Refund	50% refund = \$67.50	\$25 Fee + \$135 Session Fee = \$160.00
Week 7 8/4-8/8		\$25.00	\$135.00 Due - July 14, 2014	Full refund = \$135.00	No Refund	50% refund = \$67.50	\$25 Fee + \$135 Session Fee = \$160.00
Week 8 8/11-8/15		\$25.00	\$135.00 Due - July 21, 2013	Full refund = \$135.00	No Refund	50% refund = \$67.50	\$25 Fee + \$135 Session Fee = \$160.00



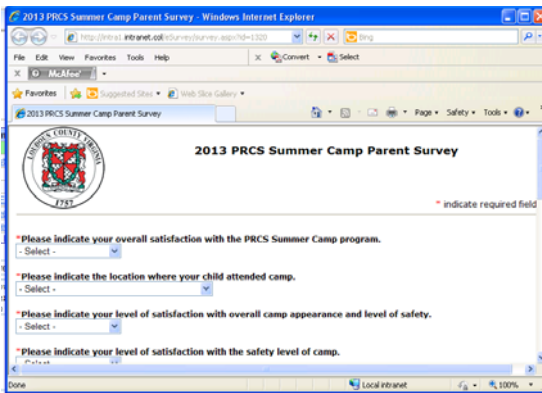
Camp Feedback

...Survey Says...

2014 Parent Survey—ONLINE!!!

Let us know about your experience with Summer DAZE & FEST Camps. We are always looking for opportunities to improve the Camp program! Survey will be available after the first week of camp!

www.loudoun.gov/campsurvey



Need an answer about camp instantly?

www.loudoun.gov/camps

Click on "Day Camps"



Receive the latest Summer DAZE & FEST Camp News by email! Sign up at www.loudoun.gov/camps. Click on "Camp Alert System"



We are excited to provide camp for your child/ren this summer! If you have any questions, please feel free to contact Camp Programs:

Caroline Bennett-Davis
Office Line: 703-737-8031
Email: Caroline.Bennett@loudoun.gov

Rob Belcourt
Office Line: 703-771-5662
Email: Rob.Belcourt@loudoun.gov

Loudoun County Parks, Recreation & Community Services
20145 Ashbrook Place, Suite 170, Ashburn, VA 20147